



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U. S. ARMY MEDICAL COMMAND**  
**2050 WORTH ROAD**  
**FORT SAM HOUSTON, TEXAS 78234-6000**

MCHO-Q

19 January 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Centralized Credentials Quality Assurance System (CCQAS) 2.9 Training Workshops

1. Classes for FY11 are scheduled at Fort Sam Houston, TX. Training will include basic credentialing, adverse actions, electronic privileging and ad hoc reports. The program of instruction will introduce the management and update of the credential file using CCQAS and educate on the regulatory and legal requirements for the electronic credential records. Class size is limited to 60 per class to provide optimal hands-on experience in the use of the CCQAS 2.9 application. Funding for this training is the responsibility of the local unit of assignment.

2. The projected 2011 class dates for this training are as follows:

| Travel    | Start     | Finish    | Travel    |
|-----------|-----------|-----------|-----------|
| 16 May 11 | 17 May 11 | 19 May 11 | 20 May 11 |
| 12 Sep 11 | 13 Sep 11 | 15 Sep 11 | 16 Sep 11 |

3. Register online for the workshops at the AMEDD Center and School, Fort Sam Houston, TX, at:  
[https://www.qmo.amedd.army.mil/ccqas\\_reg/RegForm.aspx](https://www.qmo.amedd.army.mil/ccqas_reg/RegForm.aspx).

4. Prerequisites: Workshop attendee must have at least six months experience in Basic CCQAS Credentials management (exceptions can be made with prior approval). The attendee is required to complete the following six modules before reporting to class:

CCQAS 2.8-01: Guide for First-Time  
CCQAS 2.8-03: The Electronic Application for Clinical Privileges and Medical Staff Appointment  
CCQAS 2.8-05: Reviewing Electronic Applications  
CCQAS 2.8-07: Managing Credentials Records  
CCQAS 2.8-08: Managing Modifications, Renewals, and Transfers  
CCQAS 2.8-10: Managing Facility Privilege Lists and User Accounts

These modules may be found on the MHS website: <<https://mhslearn.csd.disa.mil>>. Completion of these modules will be verified prior to the participant receiving confirmation of registration for the selected workshop date. The MHS website noted above MUST be utilized to apply for a password. The password assigned will be used to complete the prerequisite training and in class to access the e-learning tools related to the privileging module.

5. Hotel accommodations are provided by:

Courtyard by Marriott-San Antonio Airport  
8615 Broadway  
San Antonio, TX 78217  
POC: Oscar Mendicutti (210-828-7200)

(210) 828-7200 (Front Desk/Reservations) (210) 828-9003 Fax

Please select the following link to make your reservation. Enter your arrival date to begin the reservation process:

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<http://www.inarrioK.coni/1>>otel.Vtravel/satca?aroupCode=LTCLTCA&app~resvlink&l'romDate=1.1/10&ioDate=11/25/10

Hotel reservations should not be made prior to receipt of e-mail confirmation that the pre-requisite training has been accomplished and a seat in the class of choice is available.

6. The hotel has complementary shuttle service from the airport to the hotel and within a two mile radius of the hotel. Upon arrival at the San Antonio airport, telephone 210-828-7200 to arrange for shuttle pick-up. A hotel shuttle will also be provided to transport attendees to and from Fort Sam Houston in the mornings and evenings.

7. The uniform for all training sessions is ACU for the military and business casual attire for civilians.

8. Official travel days are Monday and Friday. Participants should report to the classroom promptly at 0750 hrs on the first day of class. Class hours are 0800 to 1600 with a one hour lunch break, Tuesday thru Thursday. If you are unable to attend the entire period of instruction, either select another training session to attend or appoint another individual to attend who can stay for the duration of the class.

9. Participants must bring with them a current CAC card and the MHS learn-assigned password mentioned in paragraph 3 above. A user id and local password for the CCQAS training server will be issued to training participants during class.

9. Points of contact for the CCQAS training workshops are LTC Jennie M. Irizarry, Chief, Regulatory Compliance Branch, and LTC Jennifer Bredell, USAR Liaison Officer, Headquarters, U.S. Army Medical Command, Quality Management Division, DSN: 471-8104/7197 or Commercial (210) 221-8104/7197.

Encl

  
Jennie M. Irizarry  
LTC, AN  
Chief, Regulatory Compliance

Distribution:

Commander, MEDCOM RMCs/MEDCENs/MEDDACs

Commander, U.S. Army Dental Command

Chief, Army National Guard Bureau, ATTN: NGB-ARS, 111 South George Mason Drive, Arlington, VA 22204-1382

Commander, U.S. Army Reserve Command, ATTN: ARRC-MD, 1401 Deshler Street, SW, Fort McPherson, GA 30330-2000

Commander, U.S. Army Human Resources Command, ATTN: AHRC-RSA-Q, I Reserve Way, St. Louis, MO 63132-5000

Commander, AMEDD Professional Mgmt Command, ATTN: ARRC-RMC-QMD-A, Bldg 941, 4984 Jonesboro

Road, Forest Park, GA 30297-3524